

28 January 1994

ADMINISTRATION

Precision Measurement Equipment Laboratory

1. **Objective.** As prescribed in AFI 38-201, Air Force Manpower Determinant System dated Mar 91 (formerly AFR 8-10), this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description (WCD) for varying levels of workload volume within the Precision Measurement Equipment Laboratory Administration function.

2. **Authority.** The AFI 37-series, formerly AFR 0, 4, 10, and 12-series of Air Force (AF) and/or Air National Guard (ANG) directives contain command policy and procedural guidance for the PMEL Administration function. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208, AF Management Engineering Program (MEP) Policies, Responsibilities and Requirements dated May 88 (formerly AFR 25-5, 16 May 88).

3. **Applicability:**

a. This standard applies to the following ANG Type II PMELs with full-time authorizations in the Administration function:

- (1) 102 FW, Otis ANGB MA
- (2) 127 FW, Selfridge ANGB MI
- (3) 148 FG, Duluth IAP MN
- (4) 190 ARG, Topeka KS

b. This standard applies to peacetime operations only.

4. **Standard Data:**

- a. Classification. Type III.
- b. Approval Date. 17 Aug 93.
- c. Man-hour Data Source. N/A.
- d. Standard Man-power Equation. $Y = 1$ (Constant Manpower).
- e. Workload Factors. N/A.

5. **Application Instructions.** This work center requires constant manpower of one. No other application instructions apply.

6. **Statement of Conditions.** The normal hours of operation for this work center are 8 hours per day, 5 days per week. There are no other standard of living constraints that impact the daily operation of this work center.

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2 Attachments
1. Work Center Description
2. Standard Manpower Table

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WORK CENTER DESCRIPTION ADMINISTRATION**Precision Measurement Equipment Laboratory****DIRECT:****1. ADMINISTRATION:****1.1. TYPES CORRESPONDENCE OR FORM:****1.1.1. TYPES LETTER.****1.1.2. TYPES MESSAGE.****1.1.3. TYPES REPORT.****1.1.4. TYPES PLAN, SCHEDULE, OR ROSTER.****1.1.5. TYPES CIVILIAN POSITION DESCRIPTION.****1.1.6. TYPES CIVILIAN PERFORMANCE PLAN.****1.1.7. TYPES CIVILIAN PERFORMANCE REPORT.****1.1.8. TYPES INDORSEMENT TO CIVILIAN EVALUATION.****1.1.9. TYPES STATISTICAL DATA.****1.1.10. TYPES CIVILIAN AWARD.****1.2. PROCESSES UNCLASSIFIED DISTRIBUTION:****1.2.1. PROCESSES INCOMING DISTRIBUTION.****1.2.2. PROCESSES OUTGOING DISTRIBUTION.****1.3. MAINTAINS UNCLASSIFIED CORRESPONDENCE FILE:**

1.3.1. ESTABLISHES FILE. Researches regulation, prepares/amends file plan, prepares file control label, and prepares file folder.

1.3.2. UPDATES FILE. Reviews file for currency, updates file plan, updates file control label, and updates file guide and folder label.

1.3.3. FILES CORRESPONDENCE. Files correspondence from receipt of material through marking, sorting, classifying, and inserting in file. Removes correspondence for reference, researches, and refiles correspondence.

1.3.4. INSPECTS CORRESPONDENCE FILE. Inspects unclassified correspondence file in accordance with AFI 37-122, (formerly AFR 12-1, Air Force Documentation Management Program.)

1.3.5. REVIEWS FILE FOR DISPOSAL. Separates active file from inactive file, prepares material for transfer to staging area, and stores material for disposal.

1.3.6. DISPOSES OF RECORD. Disposes of material within the work center in accordance with AFI 37-133V1, (formerly AFR 12-50, Vol II, Disposition of Air Force Documentation.)

1.3.7. MAINTAINS SUSPENSE FILE. Determines need for and establishes suspense date, monitors status, and annotates completed action.

1.3.8. MAINTAINS PERSONNEL LOCATOR FILE. Prepares card or record, posts change, and disposes of card or record.

1.4. MAINTAINS PUBLICATION FILE:

1.4.1. REVIEWS BULLETIN. Reviews Publishing Bulletin, ensures required item released for distribution has been received, and notifies base Publications Distribution Office (PDO) of non-receipt when necessary.

1.4.2. MAINTAINS INDEX. Posts new publication or change.

1.4.3. ORDERS ADMINISTRATIVE PUBLICATION. Reviews and verifies request for publication, prepares AF Form 764a, Requisition and Requirement Request, signs or obtains signature, processes and files form.

1.4.4. REQUESTS FOLLOW-UP/TRACER ACTION. Completes AF Form 764a requesting follow-up/tracer action on backorder item and forwards to PDO.

1.4.5. FILES NEW OR RECURRING PUBLICATION. Receives, reviews, posts index, and files publication.

1.4.6. POSTS AND FILES SUPPLEMENT OR CHANGE. Posts and files supplement or change to existing publication.

1.4.7. CONDUCTS ANNUAL INVENTORY. Conducts annual inventory of publication library.

1.4.8. MAINTAINS BLANK FORM STOCK. Determines requirement, prepares request, and forwards to PDO. Receives, distributes, and files form. Requisitions and maintains accountable form, disposes of obsolete form, and removes and deletes unneeded form.

1.5. MAINTAINS PERSONNEL TIME AND ATTENDANCE RECORD:

1.5.1. PROCESSES SF 71, APPLICATION FOR LEAVE. Receives and files civilian leave form.

1.5.2. ANNOTATES AF FORM 1278, TIME AND ATTENDANCE FORM. Records information on card, obtains initial and authorized signature, and forwards to appropriate agency.

1.6. MAINTAINS APPOINTMENT RECORD. Receives request, annotates record, coordinates appointment with supervisor, and finalizes appointment.

1.7. PROCESSES PERSONNEL SECURITY INVESTIGATION (PSI) AND MAINTAINS TRACER AND SUSPENSE FILE.

2. TRAVEL:

2.1. PREPARES TRAVEL ORDER:

2.1.1. PROCESSES REQUEST FOR ORDER:

2.1.1.1. RECEIVES AND REVIEWS REQUEST FOR ORDER.

2.1.1.2. PREPARES ORDER.

2.1.1.3. DISTRIBUTES ORDER.

2.1.2. MAINTAINS ORDER RECORD:

2.1.2.1. FILES ORDER.

2.1.2.2. LOGS ORDER.

2.2. ARRANGES TRAVEL AND/OR BILLETING.

2.3. PICKS UP TRAVEL ORDER AND REQUIRED TICKET.

3. TECHNICAL ORDER DISTRIBUTION OFFICE (TODO):

3.1. MAINTAINS TODO. Maintains TODO requirement for PMEL and supported customer equipment (calibration and maintenance).

3.2. MAINTAINS RECORD ON EACH CALIBRATION AND MAINTENANCE TECHNICAL ORDER (T.O.) AND APPLICABLE COMMERCIAL MANUAL:

3.2.1. DOCUMENTS CHANGE OR SUPPLEMENT.

3.2.2. PERFORMS AND DOCUMENTS INVENTORY TO ASCERTAIN CURRENCY.

3.3. MAINTAINS T.O. LIBRARY:

3.3.1. POSTS CHANGE OR SUPPLEMENT.

3.3.2. PERFORMS ANNUAL REVIEW OF EFFECTIVE PAGE CHANGE.

3.3.3. MAINTAINS PHYSICAL CONTROL OF T.O. USE.

3.3.4. REQUISITIONS, INCREASES/DECREASES QUANTITY, OR DELETES T.O. FROM THE INVENTORY.

3.3.5. ADVISES OF MAJOR CHANGE/RECEIPT. Advises management of major change or receipt of T.O. affecting operation.

4. OFFICE SUPPLY AND EQUIPMENT:

4.1. DETERMINES ITEM REQUIREMENT.

4.2. ORDERS STOCK LISTED ITEM.

4.3. ORDERS LOCAL PURCHASE ITEM.

4.4. RECEIVES SUPPLY/EQUIPMENT.

4.5. TRAVELS TO PICK UP SUPPLY/EQUIPMENT.

4.6. STORES SUPPLY/EQUIPMENT.

4.7. OPERATES OFFICE COPYING MACHINE. Travels to copying machine, makes copy, annotates log, collates copy, and returns to work area.

4.8. OPERATES COMPUTER REMOTE.

4.9. MAINTAINS OFFICE EQUIPMENT:

4.9.1. ARRANGES PROFESSIONAL SERVICE OF EQUIPMENT AS NECESSARY.

4.9.2. MAINTAINS USE LOG. Reports meter reading on rental equipment and annotates log.

4.9.3. MAINTAINS MICROCOMPUTER SYSTEM. Installs software and hardware, modifies software, deletes outdated file, and backs-up file.

5. OFFICE COMMUNICATION:

5.1. POSTS WALL CHART OR BULLETIN BOARD. Sorts, arranges, and removes existing data; posts new data to wall chart or bulletin board.

5.2. INITIATES OR RECEIVES TELEPHONE CALL. Initiates or receives official telephone call. Transfers call to appropriate individual, takes message, or researches requested information and provides response.

5.3. RECEIVES OFFICIAL VISITOR OR CUSTOMER. Receives inspector, official visitor, or customer. Answers inquiry and directs visitor to appropriate person or location.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of Standard Indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the Standard Indirect Description.

STANDARD MANPOWER TABLE

WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE									
PMEL ADMINISTRATION/FAC 245001			Constant Manpower									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
PMEL Admin	702X0	CIV	1									
TOTAL			1									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
TOTAL												